

Hiring and Terminating

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This section is for Managers and Administrators who handle HR tasks in Würk. These tasks include managing employee pay and personal information, maintaining job titles and departments or cost centers, overseeing performance, hiring and termination, and sharing company announcements, documents, and benefits.

This part of the help site focuses specifically on hiring and terminating employees. These actions require elevated permissions, so the tools and options described here are only available to users with the appropriate access.

HR management in Würk is closely connected to Time and Labor Management (TLM) and Payroll. The employee information you maintain, such as tax details, pay rates, and department or cost center assignments, directly affects tax deductions, pay calculations, which cost centers employees can charge time to, and how they are paid.

In this section...

Maintaining Employee Information

- [Entering Employee Cannabis Badges \(HR Action\)](#)
- [Entering Employee Cannabis Badges](#)
- [Assigning Managers to Employees](#)
- [Assigning Company Assets to Employees](#)
- [Adding a Benefit for an Employee](#)
- [Adding a Dependent to an Employee Benefit Plan](#)
- [Adding Dependents, Beneficiaries, and Emergency Contacts](#)
- [Finalizing I-9 Forms for New Hires](#)
- [Reviewing Employee W2s](#)
- [Understanding the 2020 W4 Form](#)
- [Entering Workers Compensation Claims](#)

Go [here](#) for a quick introduction to the Manager dashboard and how to customize the reports and charts used to customize that dashboard. You can also:

1. Download our 30/60/90 day [Onboarding Plan templates here](#).
2. See our [Performance Management tips](#) here.

For more guidance on payroll taxes, see our [Payroll Tax Resources](#) and this article, [IRS 280E Tax Code: Cannabis Accounting, Deductions, & Strategy](#).

